

Sylvan Square Condominium Association

Executive Board Meeting Minutes

September 9, 2021

A meeting of the Sylvan Square Condominium Association Executive Board was held on Thursday, September 9, 2021 at 5:30 pm outside Color Coffee, Sylvan Lake Rd, Eagle, Colorado.

- 1) Call to Order: The meeting was called to order at 5:45 pm by Dustin.
 - a. Attendees: Dustin Hall, Mary Pierik, Beth Johnston; a quorum was present.
- 2) Agenda: No changes
- 3) Minutes: Upon motion duly made and seconded, with Mary abstaining, it was unanimously **RESOLVED** to approve the Executive Board Meeting minutes for November 11, 2020 as presented.

4) Business

- a. Insurance - Beth reviewed the insurance renewal proposal from Mountain West noting a 5.5% increase for the same coverage which includes guaranteed replacement cost. Discussion continued on optional coverages including for flood and earth movement riders. Following discussion and upon motion duly made and seconded, it was unanimously **RESOLVED** to approve the the insurance renewal for Commercial, D&O and Work Comp and to decline all optional coverages at this time.

Beth agreed to send in the renewal. The Board requested that quotes for flood and earth movement riders be obtained for presentation to the owners at the annual meeting.

- b. Painting - the proposals for painting were reviewed and discussed. Following discussion and upon motion duly made and seconded, it was unanimously **RESOLVED** to accept the proposal from Prima Painting for \$32,000 pending Board acceptance of the paint type (such as Benjamin Moore Ultraspec Exterior or Sherwin Williams Duration Exterior).

- c. Building Facia, siding - The estimate to replace the baseboards around the buildings was discussed. Dustin cited the fire mitigation reports and agreed to work with Matt on possible alternatives to the current special sized wood boards. The estimate for baseboard replacement was tabled until further information could be obtained.

Discussion continued on the facia boards under the decks. The Board requested that Dustin work with Matt to obtain at least 2 bids for replacement of any delaminating facia boards. Ideally the replacement would be completed before the exterior painting however the exterior painting would not be held up due to the facia replacement.

- d. Fire Mitigation, Tree Work - Dustin reviewed the fire mitigation reports. The suggested maintenance to the vents and siding, including caulking, should be completed with the exterior painting. Dustin would work with Matt to replace the dryer vent flaps but the Board concluded, due to their height from the ground, that screens were not required.

The biggest issue in the report was currently installed landscaping and lack of tree maintenance. There was general discussion on xeriscaping for the common areas and around the buildings. Mary and Dustin agreed to identify contractors and get bids for xeriscape design options to start to be installed next spring/summer.

The tree pruning bid from Old Growth Tree Services was reviewed. Dustin volunteered to get a second bid from Rutsu for necessary tree maintenance. Beth confirmed that there is \$1,500 in the 2021 budget for tree work and that any additional necessary work could be budgeted for 2022.

e. Comcast Agreement - Beth reviewed the Xfiniti (Comcast) Agreement and her discussion of the work with Neal Henzler, representative for Xfiniti/Comcast. Beth explained that Xfinity would be entering the Association property from the Northeast corner then trenching their cable around the backs of the buildings with lateral lines coming off the main to tie into a box on each building that would provide access to the already installed wiring for each building. While none of the board members were enthusiastic about the property being torn up and are hesitant about Comcast's actual completion of repairs if they were to damage any irrigation or other infrastructure currently in place, they felt it important to provide an alternative option for service to owners. Beth noted that some of the Agreement could be negotiated such as non-exclusive marketing and deleting the requirement to provide marketing materials to new owners. Following discussion, and upon motion duly made and seconded it was unanimously

RESOLVED to approve the Xfinity Communities Service Agreement with discussed changes and to request that Xfinity put in writing its commitment to repair any damages caused by the installation of their product.

S) Owner Requests

a. C201 Air Conditioner request - The Board reviewed and discussed the request for installation of an air conditioning unit submitted for C201. Due to several concerns, including 1) the noise from the compressor and its effect on other units 2) compressor exhaust of hot air next to another unit's open windows 3) aesthetics of the complex 4) lack of good location to install the exterior compressor especially if other units opted for larger compressor units, the Board is requesting that the unit owner consider alternative unit cooling options such as thermal blinds or window coverings, swamp cooler, or portable or single room air conditioning unit that have minimal or no impact on other units or the exterior of the building or common areas. If the unit owners try and cannot find a suitable alternative, the Board may be willing to reconsider the request.

b. B102 noise, possible short term rental complaint - The Board reviewed the email from B102 about excessive noise and turnover in unit B202. There was a general discussion on the need to enforce community rules and if the Castle Peak units were actually rentals. Following discussion, the Board requested that Matt contact his Castle Peak contact and discuss the complaints and possible solutions. If no improvement to the noise or acceptable solution can be reached, then the Board will consider other enforcement options.

6) Financial

a. Vendor contracts - Snow removal was discussed and it was decided to request a proposal from SHC for the 2021-22 season. Landscape and irrigation was discussed. The

multiyear agreement with SHC indicates a set increase for 2022. Dustin agreed to get alternative bids for irrigation only and weed/fertilizer only contractors for consideration.

b. Financial Statements - Beth reviewed the P&L included in the packet noting that water was high due to the early season irrigation issues and C building leak but Matt was submitting to Town of Eagle for possible refund on some of the overages. All other items were tracking as expected and all owners were paying as expected. Beth agreed to work on the 2022 budget with Ursula and Matt.

c. Replacement Reserve - Beth reviewed the projects to date and included the expected capital projects yet to be completed this season including the painting. 2022 expenses were discussed including funds for landscape refurbishment that could be used for xeriscape projects around the property.

7) Future Meetings

- a. Budget meeting - October 4 at 5:30 pm, location to be determined
- b. Annual meeting - November 9 at 5:30 pm via Zoom

8) Adjournment Upon motion duly made and seconded, it was unanimously

RESOLVED to adjourn the Executive work session and meeting of the Sylvan Square Condominium Association this 9th day of September, 2021.

Respectfully submitted,
/s/ Beth Johnston
Beth Johnston
Secretary/Treasurer